

Interactive Video Conferencing and Training Pilot Project

October 2004 – June 2005

Memorandum of Understanding

The Montana Office of Public Instruction, in cooperation with METNET and VisionNet, is increasing the opportunities for professional development of Montana school staff and community members through the use of on-site interactive video conferencing. Additional information about this pilot project and a calendar of events is available at <http://www.opi.state.mt.us/calendar/calendar.php?calendar=4>.

This school district is also interested in the opportunity to participate in interactive video conferencing opportunities at local or regional sites that will help reduce the loss of student/staff contact time needed for travel to conferences and workshops to increase staff knowledge and skills in areas of teaching, learning, and educational program administration.

Name of District Facilitator

Phone

Email address

has agreed to serve as this district's facilitator of interactive video conferencing and will participate in the initial training provided by OPI, VisionNet, and METNET staff.

The parties pledge to work cooperatively with each other and with other interested parties to diligently work for the success of this effort and to consider ways that will successfully expand the scope and breadth of this pilot project following its completion and evaluation of results.

Responsibilities of the Office of Public Instruction: Provide training in cooperation with VisionNet and METNET to district facilitator, provide a web-based calendar of OPI training events, post training materials as appropriate on the OPI website, manage arrangements at the two OPI video sites (1227 11th Avenue and 1300 11th Avenue), provide a checklist of items to be completed before, during, and after the video event, notify district facilitator of any video program modifications as soon as possible.

Responsibilities of the District: Identify a district facilitator to attend initial training conducted by OPI, VisionNet and METNET, facilitate access to calendar of OPI training events and training materials, manage arrangements at the district video site, follow the checklist of items to be completed before, during, and after the video event, inform district staff on any video program modifications as soon as possible.

In accordance with the foregoing, the Parties have signed this Memorandum of Understanding.

For the Office of Public Instruction:

Linda McCulloch, State Superintendent

Date

For the District:

Name of District

Legal Entity Number

Authorized Representative of District

Date